

Initial Assessment – Secondary or Non Caregiver

Note: To create an Initial Assessment – Secondary or Non Caregiver, assignment to the case is needed.


Related User Guides:

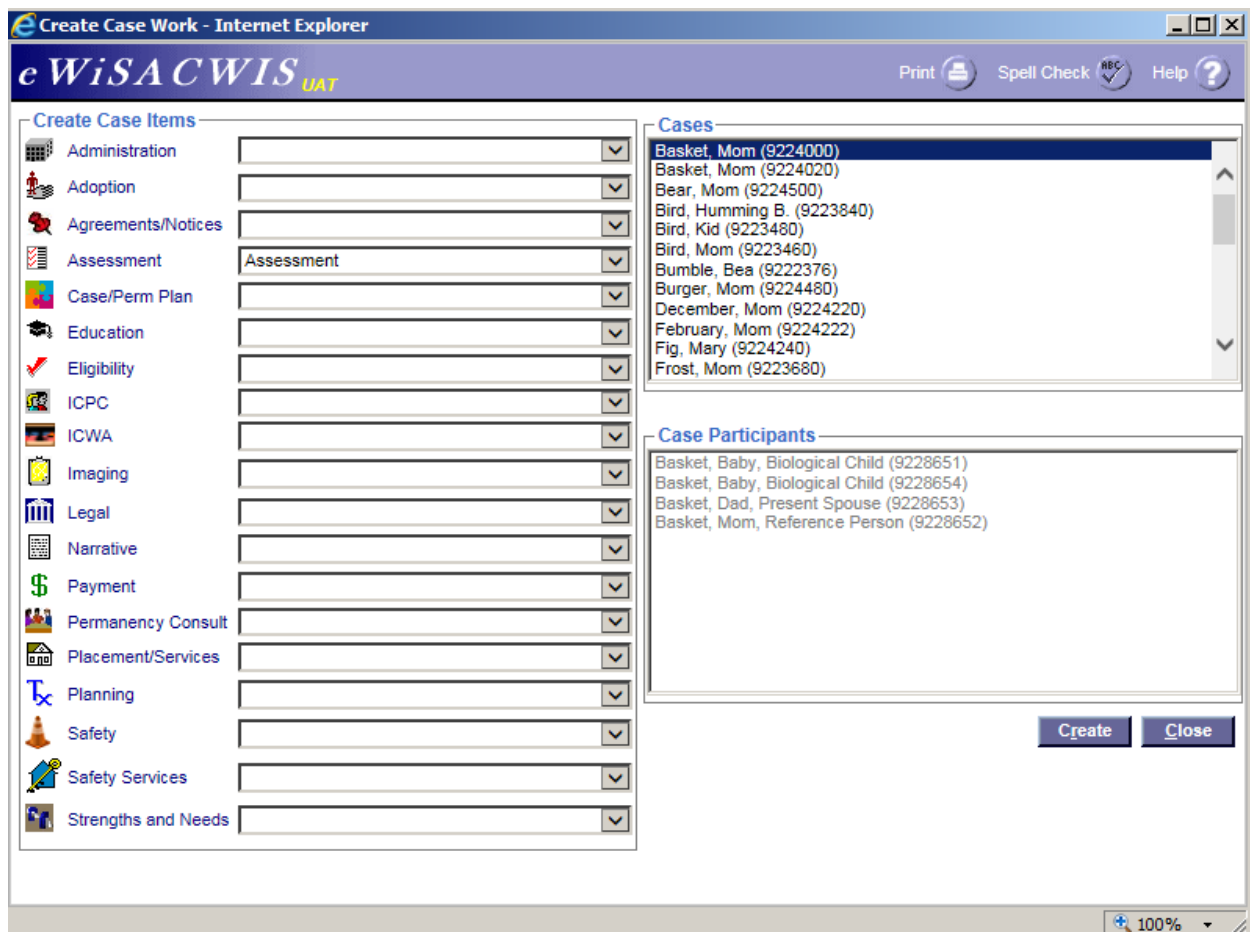
[Documenting ICWA](#)

[Initial Face-to-Face Contacts](#)

[Notification & Review Process for Substantiated Maltreaters](#)

[Serious Incident \(Act 78\)](#)

1. From the desktop, click Create > Case Work or click the Case Work hot button  to open the Create Case Work page.
2. On the Create Case Work page, select 'Assessment' from the Assessment drop-down, and select the family from the Cases group box. Click Create.

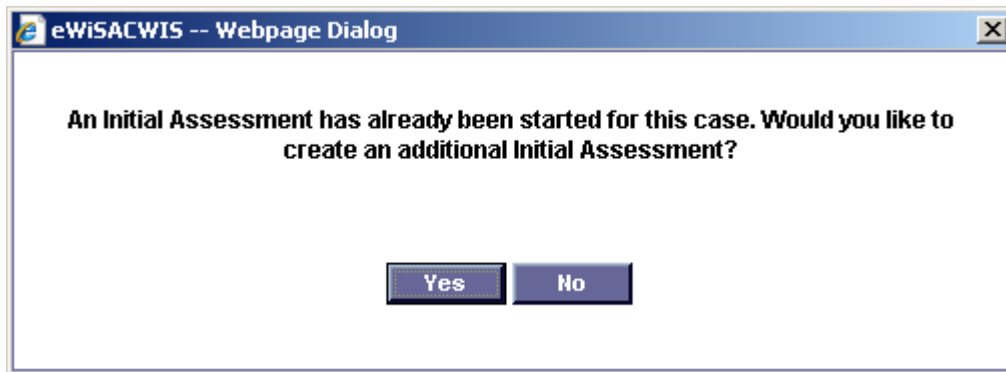


The screenshot shows the 'Create Case Work' web application in Internet Explorer. The title bar reads 'Create Case Work - Internet Explorer'. The application header includes the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', 'REC', and 'Help'. The main interface is divided into three sections:

- Create Case Items:** A vertical list of categories with corresponding icons and dropdown menus. The 'Assessment' category is selected, showing 'Assessment' in the dropdown.
- Cases:** A list of case entries, each with a family name and a case number in parentheses. The first entry, 'Basket, Mom (9224000)', is highlighted.
- Case Participants:** A list of participants associated with the selected case, including 'Basket, Baby, Biological Child (9228651)', 'Basket, Baby, Biological Child (9228654)', 'Basket, Dad, Present Spouse (9228653)', and 'Basket, Mom, Reference Person (9228652)'.

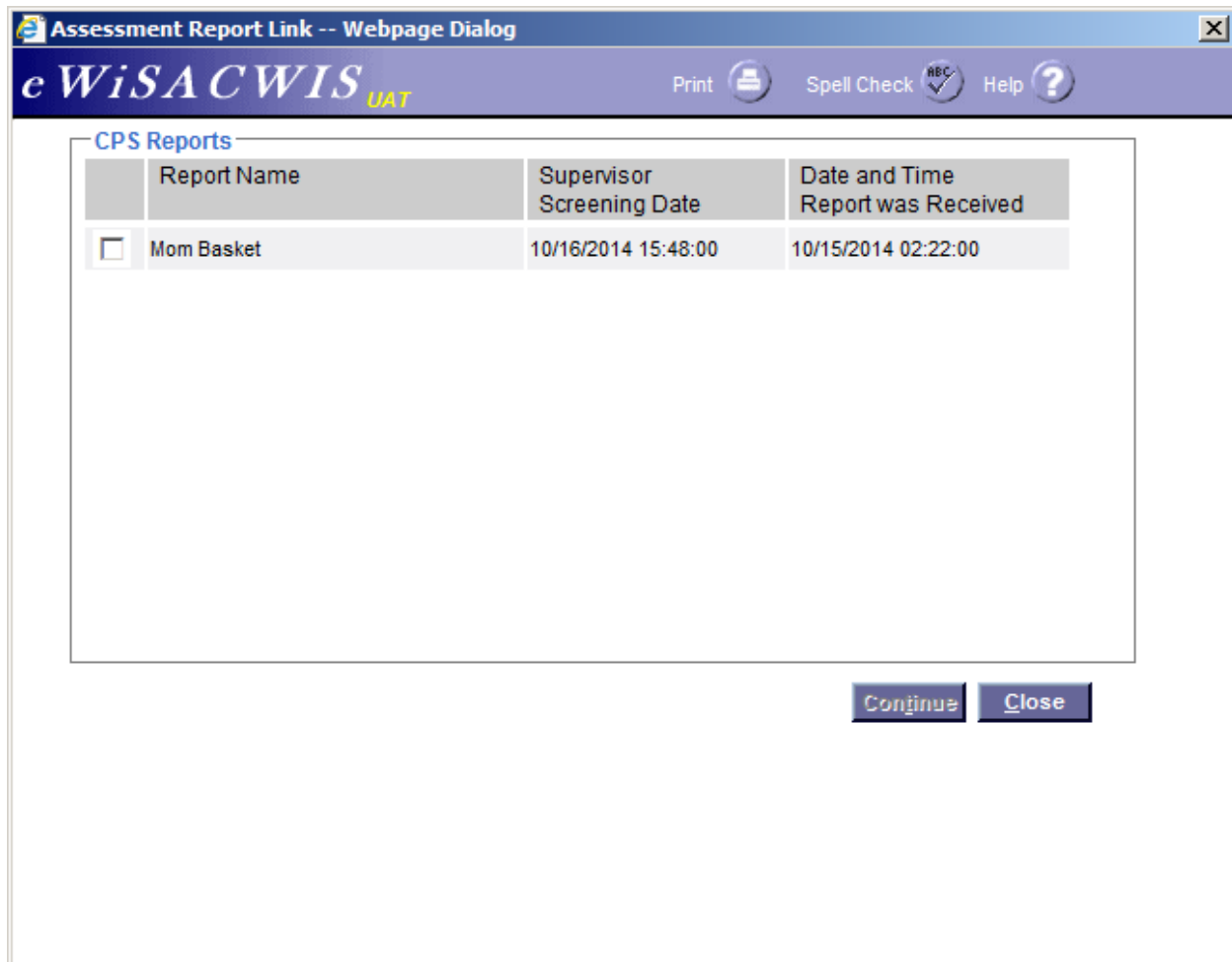
At the bottom right of the interface are two buttons: 'Create' and 'Close'. The status bar at the very bottom indicates a zoom level of 100%.

3. If a pending assessment exists, the following message will display:



Click Yes to open the Assessment Report Link page. Click No to close the message and return to the desktop.

4. If a pending assessment does not exist, the Assessment Report Link page opens and shows all screened-in CPS Reports available to be linked to the Assessment. Select the checkbox next to the CPS Report(s) to be linked and click Continue to open the Assessment page.



Assessment- Participants Tab

5. The Assessment page opens to the Participants tab. Click the [Roles](#) hyperlink to add the role of Alleged Maltreater to the appropriate participant(s).
- Additional active case participants can be added by clicking Insert.
 - Select the [Create/View ICWA Record](#) hyperlink to complete the Child's ICWA record. See the ICWA User Guide for more information.

The screenshot displays the eWiSACWIS UAT web application interface. The main window shows the 'Assessment' page with the 'Participants' tab selected. The 'Assessment Participants' table lists several participants with their roles. A 'Roles' dialog box is open, showing a list of roles for the participant 'Caregiver, Callie'. The 'Alleged Maltreater' role is selected. The 'Insert' button is circled in red, and a red arrow points to it from the 'Roles' dialog box.

Assessment Participants Table:

Name	Gender	DOB	Race	Roles	Edit Roles
Berry Basket	Female	08/08/2008	White	AV-HM	Roles
Kid Basket	Female	10/10/2002	White	HM	Roles
Mom Basket	Female	10/10/1980	White	HM-PR-RN	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Callie Caregiver	Female	12/12/1983	White	AM-NM	Roles
Dad Basket	Male	02/02/1980	White	HM-PR	Roles

Roles Dialog Box:

Participant Name: Caregiver, Callie

Select	Roles Description	Code
<input checked="" type="checkbox"/>	Alleged Maltreater	AM
<input type="checkbox"/>	Alleged Victim	AV
<input type="checkbox"/>	Household Member	HM
<input checked="" type="checkbox"/>	Non-Household Member	NM
<input type="checkbox"/>	Parent/Parental Role	PR
<input type="checkbox"/>	Report Name	RN
<input type="checkbox"/>	Reporter	RP

Buttons: [Continue](#) [Close](#) [Insert](#) [Save](#) [Close](#)

Assessment- Basic Tab

6. Next, click on the Basic tab. Select the appropriate Living Arrangement of the Child(ren) drop-down option and up to three Family Characteristics/Conditions.
 - If there are no applicable characteristics or conditions, select 'None Observed.'

The screenshot displays the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://appsa.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing details for Name: Basket, Mom, Assessment ID: 9222071, and Status: Open. The Report tab shows Response Time: Within 5 business days and Date: 10/15/2014. Below the tabs is a navigation bar with links: Participants, Basic (selected), Allegations, Contacts, and Results. The Basic tab content is organized into three sections: Case Name Information, Living Arrangement of the Child(ren), and Family Characteristics/Conditions. The Case Name Information section includes fields for C/O, Street #, Street, Apt., City, State, Zip, Country, Phone, Ext., Alt. Phone, Alt. Ext., Fax, and Language Preference. The Living Arrangement of the Child(ren) section features a dropdown menu currently set to "Married two parent household, with two biological/adoptive parents". The Family Characteristics/Conditions section contains three dropdown menus, with the first one set to "None Observed". At the bottom of the form, there is an Options dropdown menu and a Go button. Save and Close buttons are located at the bottom right of the form area. The browser's status bar at the bottom right indicates a zoom level of 100%.

https://appsa.dcf.wisconsin.gov/ - Assessment - Windows Internet Explorer

eWiSACWIS UAT Resource TM Print Spell Check Help

Assessment Name: Basket, Mom Assessment ID: 9222071 Status: Open **Report** Response Time: Within 5 business days Date: 10/15/2014

Participants **Basic** Allegations Contacts Results

Case Name Information

C/O:
Street #: 123 Street:
Apt.:
City: Monona State: WI Zip: 53716 Country: United States
Phone: (608)123-4545 Ext.: Alt. Phone: Alt. Ext.:
Fax:
Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

Family Characteristics/Conditions

Family Characteristics/Conditions: None Observed
Family Characteristics/Conditions:
Family Characteristics/Conditions:

Options: Go Save Close

100%

Assessment- Allegation Tab

- The Allegations tab prefills with the allegations documented on the CPS Report. Complete the allegation(s) by clicking the [Edit](#) hyperlink to open the Allegation (Assessment) page. Select the appropriate maltreatment determination, date of maltreatment, and answer the remaining questions by selecting the appropriate radio buttons. Additional fields may be required depending on the answers selected.

Note: If a death has occurred, see the section “Recording a Date of Death for a Child” of this guide.

Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the [Serious Incident \(Act 78\)](#) User Guide for more information.

- Additional allegations can be added. Click Insert within the Allegations group box to open the Allegation (Assessment) page.

The screenshot displays the eWiSACWIS UAT web application interface. At the top, the browser window title is "Assessment - Internet Explorer". The application header includes the logo "eWiSACWIS UAT" and navigation links: Resource, TM, Print, Spell Check, and Help. Below the header, there are two tabs: "Assessment" and "Report". The "Assessment" tab is active, showing "Name: Basket, Mom", "Assessment ID: 9222451", and "Status: Open". The "Report" tab shows "Response Time: Within 5 business days" and "Date: 10/01/2013".

The main content area has five tabs: "Participants", "Basic", "Allegations", "Contacts", and "Results". The "Allegations" tab is selected, displaying a table of allegations.

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality	
9007241	Kid Basket	Physical Abuse Describe	Pending	10/01/2013	N		N	Edit

Below the table is an "Insert" button. Underneath is a section for "Maltreater(s)" with a table for "Alleged Maltreater", "Relationship to Victim", and "Determination". The "Relationship to Victim" dropdown is set to "Biological Parent(s)" and the "Determination" dropdown is set to "Pending". Below this table is a text area for "The basis for this determination is as follows:" and an "Insert" button.

At the bottom of the "Allegations" section, there are two checkboxes: "Independent Investigation" and "Is the alleged victim(s) in Agency legal and/or physical custody". There is also a "County of Origin" dropdown menu.

At the bottom right of the application, there are "Save" and "Close" buttons.

9. When inserting a new allegation, select an Alleged Victim from the drop-down. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

Allegation (Assessment) -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Allegation

Alleged Victim: Berry Basket

Abuse/Neglect Code: Physical Abuse

[Description](#)

Determination:

Date or Approximate Date of Alleged Maltreatment:

Alleged Victim received medical treatment as a result of this alleged maltreatment:

Alleged Maltreatment occurred while the child's residence was an OHC placement:

Serious Incident: [Details](#)

☐ Death / Alleged maltreatment [Details](#)

☐ Death / Alleged suicide OHC

☐ Serious injury [Details](#)

☐ Egregious incident [Details](#)

[DCF memo 2010-01](#) [Act 78](#)

☐ Yes ☐ No

☐ Yes ☐ No ☐ Unknown

☐ Yes ☐ No

[Save](#) [Close](#)

10. Next, click the [Description](#) hyperlink to open the Description page. Select up to three values that apply and click Continue to add and return to the Allegation (Assessment) page.

Description -- Webpage Dialog

eWiSACWIS UAT

Print Spell Check Help

Descriptions

Select	Description	Select	Description	Select	Description
<input type="checkbox"/>	Abandonment	<input checked="" type="checkbox"/>	Lack of Supervision	<input type="checkbox"/>	Sexually Transmitted Disease
<input type="checkbox"/>	Abusive Head Trauma	<input type="checkbox"/>	Malnutrition	<input type="checkbox"/>	Shaken Baby/Shaken Impact
<input type="checkbox"/>	Blunt Force Trauma	<input type="checkbox"/>	Manufacturing Meth	<input type="checkbox"/>	Subdural Hemorrhage/ Hematoma
<input checked="" type="checkbox"/>	Bruising	<input type="checkbox"/>	Medical Crisis-No Care b/c of Religion	<input type="checkbox"/>	Threatened Abuse/Neglect
<input type="checkbox"/>	Burn/Scald	<input type="checkbox"/>	Medical Neglect of a Disabled Infant	<input type="checkbox"/>	Traumatic Brain Injury
<input type="checkbox"/>	Cut/Laceration/Bite	<input type="checkbox"/>	Mutual Sexual Activity	<input type="checkbox"/>	Unable to Locate Children
<input type="checkbox"/>	Dislocation/Sprain/ Bone Fracture	<input type="checkbox"/>	No Indicators/Injuries Observed	<input type="checkbox"/>	Unborn Child Abuse
<input type="checkbox"/>	Drug Affected Infant	<input type="checkbox"/>	Other Indicator/Injury	<input type="checkbox"/>	Untreated Injury/Lack of Medical Care
<input type="checkbox"/>	Exposure to Elements or Environmental Hazards	<input type="checkbox"/>	Other Medical Neglect		
<input type="checkbox"/>	Exposure to genitals/pub areas	<input type="checkbox"/>	Permanent Impairment		
<input type="checkbox"/>	Failure to Thrive	<input type="checkbox"/>	Pregnancy		
<input type="checkbox"/>	Forced Viewing of Sexual Activity	<input type="checkbox"/>	Prostitution		
<input type="checkbox"/>	Genital Area Bruising, Red/Swollen, Fissures/Tears	<input type="checkbox"/>	Retinal Hemorrhage		
<input type="checkbox"/>	Internal Injury	<input type="checkbox"/>	Serious Lack of Hygiene		
<input type="checkbox"/>	Lack of Care Due to Poverty	<input type="checkbox"/>	Severe Emotional/Behavioral Problems		
<input type="checkbox"/>	Lack of Necessary Care	<input type="checkbox"/>	Sexual Contact/Intercourse		
		<input type="checkbox"/>	Sexual Exploitation		

[Continue](#) [Close](#)

11. Select the appropriate Determination and enter the Date or Approximate Date of Alleged Maltreatment. Select the appropriate answer the remaining questions.

Allegation (Assessment) -- Webpage Dialog

eWiSACWIS UAT Print Spell Check Help

Allegation

Alleged Victim: Berry Basket

Abuse/Neglect Code: Physical Abuse

[Description](#) Bruising-Lack of Supervision

Determination: Substantiated

Date or Approximate Date of Alleged Maltreatment: 10/15/2014

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☒ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☒ No ☐ Unknown

Serious Incident: [Details](#)

☐ Death / Alleged maltreatment [Details](#)

☐ Death / Alleged suicide OHC

☐ Serious injury [Details](#)

☐ Egregious incident [Details](#)

[DCF memo 2010-01](#) [Act 78](#)

Save Close

Serious Incidents

- If 'Yes' is selected for Serious Incident, select the appropriate checkboxes related to the Serious Incident.
- If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) User Guide for more information.
- Click the [DCF memo 2010-01](#) and [Act 78](#) hyperlink to access the memo and act regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78.

Note: If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

12. Click Save when completed. Click Close to return to the Assessment page.

13. Next, complete the Maltreater(s) group box on the Allegations tab. For substantiated allegations, complete the narrative for the ‘The basis for this determination is as follows:’

Participants	Basic	Allegations	Contacts	Results																				
Allegations <table border="1"> <thead> <tr> <th>Report ID</th> <th>Alleged Victim</th> <th>A/N Code</th> <th>Determination</th> <th>Dt or Approx Dt of Alleged Mal</th> <th>Resided in OHC</th> <th>Medical</th> <th>Fatality</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 9007241</td> <td>Baby Basket</td> <td>Physical Abuse Describe</td> <td>Substantiated</td> <td>10/01/2013</td> <td>N</td> <td>N</td> <td>N</td> <td>Edit</td> </tr> </tbody> </table>					Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality		<input checked="" type="radio"/> 9007241	Baby Basket	Physical Abuse Describe	Substantiated	10/01/2013	N	N	N	Edit		
Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality																	
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Maltreater(s) <table border="1"> <thead> <tr> <th>Alleged Maltreater</th> <th>Relationship to Victim</th> <th>Determination</th> <th></th> </tr> </thead> <tbody> <tr> <td>Mom Basket</td> <td>Biological Parent(s)</td> <td>Substantiated</td> <td></td> </tr> <tr> <td colspan="4"> The basis for this determination is as follows: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> More... Less... Default </td> </tr> <tr> <td>Dad Basket</td> <td>Biological Parent(s)</td> <td> <div style="border: 1px solid black; padding: 2px;"> Pending Not able to locate source Unsubstantiated Substantiated </div> </td> <td> Delete </td> </tr> <tr> <td colspan="4"> The basis for this determination is as follows: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> More... Less... Default </td> </tr> </tbody> </table>					Alleged Maltreater	Relationship to Victim	Determination		Mom Basket	Biological Parent(s)	Substantiated		The basis for this determination is as follows: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> More... Less... Default				Dad Basket	Biological Parent(s)	<div style="border: 1px solid black; padding: 2px;"> Pending Not able to locate source Unsubstantiated Substantiated </div>	Delete	The basis for this determination is as follows: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> More... Less... Default			
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Dad Basket	Biological Parent(s)	<div style="border: 1px solid black; padding: 2px;"> Pending Not able to locate source Unsubstantiated Substantiated </div>	Delete																					
The basis for this determination is as follows: <div style="border: 1px solid black; height: 40px; width: 100%;"></div> More... Less... Default																								

- Only individuals with the role of ‘AM’ (Alleged Maltreater) on the Participants tab will be available in the Alleged Maltreater drop-down.

Assessment Participants					
Name	Gender	DOB	Race	Roles	Edit Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Dad Basket	Male	02/02/1980	White	HM-PR	Roles
Kid Basket	Female	10/10/2002	White	HM	Roles
Berry Basket	Female	08/08/2008	White	AV-HM	Roles
Mom Basket	Female	10/10/1980	White	HM-PR-RN	Roles
Callie Caregiver	Female	12/12/1983	White	AM-NM	Roles

- Each allegation may have different maltreaters. Select the radio button next to the allegation to view the maltreater(s) for that allegation.
- Click Insert within the Matreater(s) group box to add a maltreater for an allegation.

Note: At least one substantiated maltreater when the maltreatment has been substantiated.

Note: If maltreatment is unsubstantiated, all maltreaters will default to unsubstantiated.

Assessment- Contacts Tab

14. The Contacts tab is view only; displaying any linked Assessment Contacts. If no contacts have been entered yet, the page will be blank.

The screenshot shows the eWiSACWIS UAT interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The page header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area has tabs for Assessment, Basic, Allegations, Contacts, and Results. The Assessment tab is active, showing details for Name: Basket, Mom, Assessment ID: 9222051, Status: Open, Response Time: Same Day, and Date: 10/01/2013. The Contacts tab is selected, displaying a table with columns: Note ID, Name, Affiliation/Relationship, Title, Date, and Contact Date/Time. The table is currently empty. At the bottom right of the table area are buttons for Save and Close.

Once entered, each contact will display:

The screenshot shows the eWiSACWIS UAT interface with the same Assessment details as the previous image. The Contacts tab is active, and the table now displays three contact entries. The table structure is as follows:

Note ID	Name	Affiliation/Relationship	Title	Date	Contact Date/Time
9224477	Basket, Baby			10/02/2014	10/02/2014 08:30 AM
9224477	Basket, Kid			10/02/2014	10/02/2014 08:30 AM
9224477	Basket, Mom			10/02/2014	10/02/2014 08:30 AM

At the bottom right of the table area are buttons for Save and Close.

Assessment- Results Tab

15. The Results tab is mostly view only and prefills information from completed work on the Assessment and prefills information based on the type of Assessment being entered.

- If the child is under three years old and has a substantiated allegation(s), their name will appear in the Birth to Three Referral Information group box. The Referred drop-down must be answered in order to approve the Assessment.

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing details for Name: Basket, Mom, Assessment ID: 9222051, Status: Open, Response Time: Same Day, and Date: 10/01/2013. Below this, there are five sub-tabs: Participants, Basic, Allegations, Contacts, and Results. The Results tab is selected, displaying several sections: Assessment Results (Result: Substantiated), Disposition, Family RA Future A/N (Abuse Score, Neglect Score, Risk Level), Safety Assessment (Safety Decision), and Strengths and Needs (Needs Level). The Initial Face-to-Face Contact Information section shows the Initial Face-to-Face Must Occur By date as 10/01/2013 11:59 PM, with a link to CPS Report 9005281 and a button to Create Initial Face-to-Face Contact Note. The Birth to Three Referral Information section includes a table with columns Alleged Victim, DOB, and Referred. The table contains one row: Baby Basket, 01/01/2013, and Yes (selected in a dropdown menu). At the bottom, there is an Options dropdown menu, a Go button, and Save and Close buttons. The browser status bar shows 100% zoom.

Birth to Three Referral Information		
Alleged Victim	DOB	Referred
Baby Basket	01/01/2013	Yes

Note: After the initial Save of the page, the Initial Face-to-Face Contact Information automatically calculates when the Initial Face-to-Face Must Occur By.

16. Next, select the [Create Initial Face-to-Face Contact Note](#) hyperlink to open the Case Notes page.

17. When created from the Results tab of the Assessment, the Case Note Category will pre-fill as 'Initial Assessment Contact' and Type as 'Initial Face-to-Face'. Enter the appropriate information and narrative. Once completed, click the Save button. Click Close to return to the Results tab of the Assessment page.

Note: For more information on this process see the Initial Face-to-Face Contacts User Guide.

The screenshot shows the 'Case Notes -- Webpage Dialog' window in the eWiSACWIS UAT system. The form is for creating a new case note for 'Basket, Mom (9224020)'. The 'Worker Creating Note' and 'Worker Making Contact' are both 'Bee, Worker'. The 'Date Entered' is '10/16/2014 04:19 PM'. The 'Case Note ID' is pre-filled as '9224497'. The 'Note Information' section includes fields for Date (10/16/2014), Begin Time (10:30 AM), End Time (00:00), Duration (0000.0), and a 'Billable' checkbox. The 'Category' is 'Initial Assess Contact', 'Type' is 'Initial Face-to-Face', 'Type Detail' is empty, 'Face-to-Face Location' is 'Home Visit', and 'Face-to-Face Result' is 'Occurred'. A 'Participants' list on the right shows 'Basket, Berry (Bio Child)', 'Basket, Dad (Present Spouse)', 'Basket, Kid (Bio Child)', 'Basket, Mom (Reference Person)', and 'Caregiver, Callie (Non-Relative)'. The 'Narrative' section has a text area with 'Enter text here...' and links for 'More...', 'Less...', and 'Default'. At the bottom are buttons for 'Insert Correction Note', 'Clear Fields', 'Create', 'Save', and 'Close'.

18. On the Assessment page, the date the Initial Face-to-Face Documented date and time prefill. The Case Note ID number prefills and is a hyperlink to the case note.

The screenshot shows the 'Assessment' page in the eWiSACWIS UAT system. The 'Assessment' tab is selected, showing details for 'Basket, Mom' with 'Assessment ID: 9222071' and 'Status: Open'. The 'Report' section shows 'Response Time: Within 5 business days' and 'Date: 10/15/2014'. The 'Participants' tab is active, displaying 'Assessment Results' (Result: Substantiated), 'Disposition', 'Family RA Future A/N' (Abuse Score, Neglect Score, Risk Level), 'Safety Assessment' (Safety Decision), and 'Strengths and Needs' (Needs Level). The 'Initial Face-to-Face Contact Information' section shows 'Initial Face-to-Face Must Occur By: 10/22/2014 02:22 AM' and 'Initial Face-to-Face Documented: 10/16/2014 10:30 AM'. It also includes hyperlinks for 'CPS Report 9006239', 'Case Note ID 9224497', and 'Create Initial Face-to-Face Contact Note'.

IA Secondary or Non Caregivers

19. Click on the Basic tab to access the IA Secondary or Non Caregivers page. Select 'IA Secondary or Non Caregivers' on the Options drop-down and click Go.

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser. The address bar displays <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The page header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing details for Name: Basket, Mom, Assessment ID: 9222071, Status: Open, Response Time: Within 5 business days, and Date: 10/15/2014. Below the tabs are five sub-tabs: Participants, Basic, Allegations, Contacts, and Results. The Basic sub-tab is selected, displaying Case Name Information, Living Arrangement of the Child(ren), and Family Characteristics/Conditions. The Case Name Information section includes fields for C/O, Street #, Street, Apt., City, State, Zip, Country, Phone, Ext., Alt. Phone, Alt. Ext., Fax, and Language Preference. The Living Arrangement of the Child(ren) section has a dropdown menu set to "Married two parent household, with two biological/adoptive parents". The Family Characteristics/Conditions section has three dropdown menus, all set to "None Observed". At the bottom, there is an Options dropdown menu with a Go button. The Options menu is open, showing a list of assessment types: Assessment, Clinical, IA Primary, IA Secondary or Non Caregivers (highlighted), Actuarial, IA Narrative, Family RA Future A/N, Strengths and Needs, Actions, and Extension. There are also Save and Close buttons.

Assessment

Name: Basket, Mom Assessment ID: 9222071 Status: Open

Report

Response Time: Within 5 business days Date: 10/15/2014

Participants Basic Allegations Contacts Results

Case Name Information

C/O:

Street #: 123 Street: Fishers St

Apt.:

City: Monona State: WI Zip: 53716 Country: United States

Phone: (608)123-4545 Ext.: Alt. Phone: Alt. Ext.:

Fax:

Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

Family Characteristics/Conditions

Family Characteristics/Conditions: None Observed

Family Characteristics/Conditions:

Family Characteristics/Conditions:

Options: IA Secondary or Non Caregivers Go

Save Close

Assessment

Clinical

IA Primary

IA Secondary or Non Caregivers

Actuarial

IA Narrative

Family RA Future A/N

Strengths and Needs

Actions

Extension

20. The following message will appear. Click Yes to continue, or No to not save the Assessment and return to the page.

The screenshot shows a Webpage Dialog box titled "eWiSACWIS -- Webpage Dialog". The dialog contains the text "This will save the Assessment Information. Do you want to continue?" and two buttons: Yes and No.

eWiSACWIS -- Webpage Dialog

This will save the Assessment Information. Do you want to continue?

Yes No

IA Secondary or Non Caregivers – Participants tab

21. On the Initial Assessment – Secondary or Non Caregivers page, start by identifying the participants by clicking Add/Edit within the appropriate Child or Parent Information group box. When clicked, the Case Participant/Collaterals page opens.

Initial Assessment-Secondary or Non Caregivers -- Webpage Dialog

eWiSACWIS^{UAT} Resource TM Print Spell Check ABC Help ?

Case Information

Case Name: Basket, Mom Case ID: 9224020 Referral Date: 10/15/2014 ☐ IA Completed

Participants | **Narratives** | **Summary**

Child Information

Child Name	DOB
Basket, Kid	10/10/2002
Basket, Berry	08/08/2008

Add/Edit

Parent Information

Parental Role Name	DOB
Basket, Mom	10/10/1980
Basket, Dad	02/02/1980

Add/Edit

Save Close

22. Select the checkbox next to the participant(s) to be added and click Continue to add the participant and return to the Part. Info tab.

Case Participants/Collaterals -- Webpage Dialog

eWiSACWIS^{UAT} Print UAT Spell Check ABC Help ?

Case Participants - Children

Select	Person Name	DOB
<input checked="" type="checkbox"/>	Basket, Kid	10/10/2002
<input type="checkbox"/>	Basket, Mom	10/10/1980
<input type="checkbox"/>	Basket, Dad	02/02/1980
<input type="checkbox"/>	Caregiver, Callie	12/12/1983
<input checked="" type="checkbox"/>	Basket, Berry	08/08/2008

Continue Close

IA Secondary or Non Caregivers – Narratives tab

23. On the Narratives tab, complete the Maltreatment, Surrounding Circumstances, and Child and Family's Response to Maltreatment narrative sections.

The screenshot displays the 'Initial Assessment-Secondary or Non Caregivers -- Webpage Dialog' window. The header bar includes the 'eWiSACWIS UAT' logo and navigation icons for Resource, TM, Print, Spell Check, and Help. Below the header, the 'Case Information' section shows 'Case Name: Basket, Mom', 'Case ID: 9224020', 'Referral Date: 10/15/2014', and an unchecked 'IA Completed' checkbox. The 'Narratives' tab is selected, showing three sections: 'Maltreatment', 'Surrounding Circumstances', and 'Child and Family's Response to Maltreatment'. Each section has a text area for description and a 'More... Less... Default' link. The 'Maltreatment' section prompt is 'Describe the maltreatment that occurred. Be specific about the injuries and/or conditions. If the child(ren) received medical attention, describe the findings.' The 'Surrounding Circumstances' section prompt is 'Describe the surrounding circumstances accompanying or leading up to the maltreatment. Note: This narrative section should always include the facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment.' The 'Child and Family's Response to Maltreatment' section prompt is 'Document findings as required by the Investigation Standards for responding to reports of maltreatment in facilities, by'. At the bottom right are 'Save' and 'Close' buttons.

Initial Assessment-Secondary or Non Caregivers -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check REC Help ?

Case Information

Case Name: Basket, Mom Case ID: 9224020 Referral Date: 10/15/2014 ☐ IA Completed

Participants **Narratives** Summary

Maltreatment

Describe the maltreatment that occurred. Be specific about the injuries and/or conditions. If the child(ren) received medical attention, describe the findings.

Describe...

[More...](#) [Less...](#) [Default](#)

Surrounding Circumstances

Describe the surrounding circumstances accompanying or leading up to the maltreatment. **Note:** This narrative section should always include the facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment.

Describe...

[More...](#) [Less...](#) [Default](#)

Child and Family's Response to Maltreatment

Document findings as required by the Investigation Standards for responding to reports of maltreatment in facilities, by

[Save](#) [Close](#)

IA Secondary or Non Caregivers – Summary tab

24. On the Summary tab, complete the Case Disposition and Correspondence group boxes. The Summary group box identifies the closing summary and supervisory comments.
25. The Summary tab also contains a Correspondence documentation group box for a Mandated Reporter or Relative Reporter. Enter the appropriate information.

Note: These templates are available under the Options drop-down of the Assessment page.

Initial Assessment-Secondary or Non Caregivers -- Webpage Dialog

eWiSACWIS UAT

Resource TM Print Spell Check REC Help ?

Case Information

Case Name: Basket, Mom Case ID: 9224020 Referral Date: 10/15/2014 ☐ IA Completed

Participants Narratives Summary

Case Disposition

☐ Case Closed Reason Case Closed:

☒ Case Opened Reason Case Opened: Case Already Open-Ongoing CPS Svcs: Ptn

Correspondence

Mandated Reporter

☐ Not applicable

Date mandated reporter given feedback: 00/00/0000

Relative Reporter

☐ Not applicable

☐ Documented request for information received from relative reporter: 00/00/0000

☐ Date Letter Sent: 00/00/0000 OR Date of Court Order Barring Disclosure: 00/00/0000

Licensing Notification

☐ Not applicable

Date Licensing/Regulatory Agency Notified: 00/00/0000

Options: IA Secondary or Non Caregivers Go

Text

IA Secondary or Non Caregivers

Save Close

26. Select 'IA Secondary or Non Caregivers' from the Options drop-down and click Go to open the text template.
27. When the IA Primary is complete, check the IA Completed checkbox. This checkbox must be checked prior to approval. Click Save, and then Close to return to the Assessment page.

28. On the Assessment page, verify information on all the tabs is complete. If applicable, link any new CPS Reports to the Assessment, otherwise, proceed to the Participants tab to send for Approval.

https://apps.dcf.wisconsin.gov/ - Assessment - Windows Internet Explorer

eWISACWIS UAT Resource TM Print Spell Check Help

Assessment
Name: Basket, Mom Assessment ID: 9222071 Status: Open

Report
Response Time: Within 5 business days Date: 10/15/2014

Participants **Basic** Allegations Contacts Results

Case Name Information

C/O:
Street #: 123 Street: Fishers St
Apt.:
City: Monona State: WI Zip: 53716 Country: United States
Phone: (608)123-4545 Ext.: Alt. Phone: Alt. Ext.:
Fax:
Language Preference: English

Living Arrangement of the Child(ren)

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

Family Characteristics/Conditions

Family Characteristics/Conditions: None Observed

Family Characteristics/Conditions:

Family Characteristics/Conditions:

Options: Go Save Close

100%

Linking a CPS Report to Assessment

29. If a CPS Report is screened in while working on an Assessment it can be linked to that assessment. From the Participants tab, select 'Link Report to Assessment' from the Options drop-down and click Go.

The screenshot shows the eWiSACWIS UAT web application in Internet Explorer. The browser address bar shows <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The page title is "eWiSACWIS UAT". The top navigation bar includes links for Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: "Assessment" and "Report". The "Assessment" tab is active, showing details for "Name: Basket, Mom", "Assessment ID: 9222071", and "Status: Open". Below this, there are five sub-tabs: "Participants", "Basic", "Allegations", "Contacts", and "Results". The "Participants" sub-tab is selected, displaying a table of "Assessment Participants". The table has columns for Name, Gender, DOB, Race, Roles, and Edit Roles. The participants listed are: Callie Caregiver (Female, 12/12/1983, White, AM-NM), Mom Basket (Female, 10/10/1980, White, HM-PR-RN), Berry Basket (Female, 08/08/2008, White, AV-HM), Kid Basket (Female, 10/10/2002, White, HM), Madison Teacher (Female, 12/12/1970, Black/African American, RP), and Dad Basket (Male, 02/02/1980, White, HM-PR). Each row has a "Roles" link in the Edit Roles column. Below the table, there is a "Create/View ICWA Record" link and an "Insert" button. At the bottom, there is an "Options:" dropdown menu with "Link Report to Assessment" selected, a "Go" button, and "Save" and "Close" buttons. The "Options:" dropdown menu is open, showing "Actions", "Approval", and "Link Report to Assessment".

Name	Gender	DOB	Race	Roles	Edit Roles
Callie Caregiver	Female	12/12/1983	White	AM-NM	Roles
Mom Basket	Female	10/10/1980	White	HM-PR-RN	Roles
Berry Basket	Female	08/08/2008	White	AV-HM	Roles
Kid Basket	Female	10/10/2002	White	HM	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Dad Basket	Male	02/02/1980	White	HM-PR	Roles

On the Assessment Report Link page, select the appropriate CPS Report(s). Click Continue to associate the CPS Report to the Assessment and return to the Assessment page.

The screenshot shows the "Assessment Report Link -- Webpage Dialog" window. The title bar says "Assessment Report Link -- Webpage Dialog". The page title is "eWiSACWIS UAT". The top navigation bar includes links for Print, Spell Check, and Help. The main content area is titled "CPS Reports" and contains a table with columns for Report Name, Supervisor Screening Date, and Date and Time Report was Received. The table has one row with a checked checkbox in the first column, "Mom Basket" in the second column, "10/16/2014 16:27:00" in the third column, and "10/16/2014 16:00:00" in the fourth column. Below the table, there are "Continue" and "Close" buttons.

	Report Name	Supervisor Screening Date	Date and Time Report was Received
<input checked="" type="checkbox"/>	Mom Basket	10/16/2014 16:27:00	10/16/2014 16:00:00

Sending the Completed Assessment for Approval

30. From the Participants tab, select Approval from the Options drop-down and click Go.

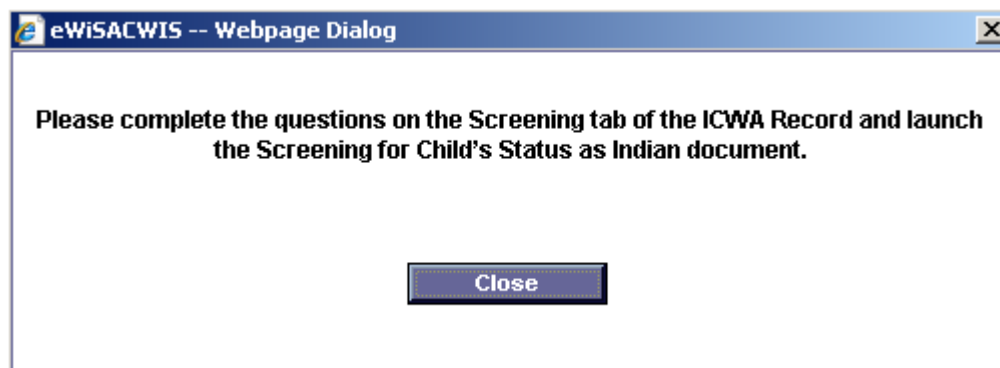
The screenshot shows the eWiSACWIS UAT web application interface. At the top, the browser address bar displays "https://apps.dcf.wisconsin.gov/ - Assessment - Windows Internet Explorer". The application header includes the "eWiSACWIS UAT" logo and navigation links for Resource, TM, Print, Spell Check, and Help. Below the header, there are two tabs: "Assessment" and "Report". The "Assessment" tab is active, showing the "Name: Basket, Mom", "Assessment ID: 9222071", and "Status: Open". The "Report" tab shows "Response Time: Within 5 business days" and "Date: 10/15/2014".

The main content area has five tabs: "Participants", "Basic", "Allegations", "Contacts", and "Results". The "Participants" tab is selected, displaying a table of "Assessment Participants".

Name	Gender	DOB	Race	Roles	Edit Roles
Callie Caregiver	Female	12/12/1983	White	AM-NM	Roles
Mom Basket	Female	10/10/1980	White	HM-PR-RN	Roles
Berry Basket	Female	08/08/2008	White	AV-HM	Roles
Kid Basket	Female	10/10/2002	White	HM	Roles
Madison Teacher	Female	12/12/1970	Black/African American	RP	Roles
Dad Basket	Male	02/02/1980	White	HM-PR	Roles

Below the table, there is a "Create/View ICWA Record" link and an "Insert" button. At the bottom, there is an "Options:" dropdown menu with "Approval" selected, a "Go" button, and "Save" and "Close" buttons. A dropdown menu is open under "Options", showing "Actions", "Approval" (highlighted), and "Link Report to Assessment".

31. The following message will display as a reminder to complete the Screening tab of the ICWA Record. Click Close to close the message.



32. If the ICWA Screening tab has been completed, proceed to the next step, otherwise, to create or view an ICWA record for a child, click the [Create/View ICWA Record](#) hyperlink at the lower left of the Participants tab on the Assessment page (see step 5 above). For more information regarding completing the ICWA Record, see the Documenting ICWA User Guide.

33. On the Approval History page, select the Approve radio button and click Continue to return to the Assessment page. Click Save to send the assessment for supervisory approval.

Recording a Date of Death for a Child

A date of death for a child can be recorded on the following pages: Person Management, Allegation (Access Report), Allegation (Assessment), Serious Incident Notification, and Placement & Service Ending.

In Assessment, the field will dynamically display if a death is indicated on the page and is required when a determination other than pending is selected. If a Death Date is already entered on Person Management, the date pre-fills to the page. If a Death Date is changed on the Allegation page, Death Date on Person Management will be updated after the Assessment is approved. The Death Date field will always remain editable on Person Management but will freeze on the Assessment and will not be able to be changed after it has been approved.

Allegation (Assessment) -- Webpage Dialog

eWiSACWIS Print Spell Check Help

Allegation

Alleged Victim: Adopt Abby

Abuse/Neglect Code: Physical Abuse

Description: Blunt Force Trauma

Determination: Pending

Date or Approximate Date of Alleged Maltreatment: 10/01/2013

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☒ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☒ No ☐ Unknown

Serious Incident: [Details](#)

☒ Death / Alleged maltreatment [Details](#)

☐ Death / Alleged suicide OHC

☐ Serious injury [Details](#)

☐ Egregious incident [Details](#)

[DCF memo 2010-01](#) [Act 78](#)

Death Date: 00/00/0000

[Save](#) [Close](#)

Note: The Death Date on an approved Access Report or Assessment, or the most recently entered date of death in Person Management will prefill to the Serious Incident Notification. The Death Date field displays when the Death/Alleged Maltreatment or Death/ Alleged Suicide checkbox is selected on the page.

Note: If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) User Guide for more information.